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CONSTITUTION
AND
BY-LAWS
OF
HOWARD DIVISION, NO. 26,
OF THE
SONS OF TEMPERANCE,
INSTITUTED AT
HALIFAX, N. S., SEPT. 28, 1848.

Love, Purity, and Fidelity.

HALIFAX:
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CONSTITUTION.

PREAMBLE.

We, whose names are annexed, desirous of forming a society to shield us from the evils of intemperance, afford mutual assistance in case of sickness, and elevate our characters as men—do pledge ourselves to be governed by the following Constitution and Bye-Laws.

ARTICLE I.

NAME. This Association shall be known as the HOWARD DIVISION, No. , OF THE SONS OF TEMPERANCE, of the Province of Nova Scotia.

ARTICLE II.

PLEDGE. No Brother shall make, buy, sell, or use as a beverage, any Spirituous or Malt Liquors, Wine or Cider.

ARTICLE III.

OFFICERS. The officers shall consist of a W. P., W. A., R. S., A. R. S., F. S., T., C., A. C., I. S., and O. S.; all of whom shall be elected by ballot every three months, viz. : last regular meetings in September, December, March, and June; and installed the first regular meetings in October, January, April and July.

ARTICLE IV.

DUTIES OF OFFICERS. Sect. 1.—It shall be the duty of the W. P. to preside in the Division, enforce a due

observance of the Constitution and Bye-Laws, and exact a compliance to the Rules and Usages of the Order; to see that all officers perform their respective duties; appoint all committees and officers not otherwise provided for; give the casting vote on all matters before the Division, when a tie may occur; inspect and announce the result of all balloting or other votes; direct the R. S. to call special meetings, when application shall be made in writing, by five members of the Division; draw upon the T. for all sums necessary to pay the benefits provided for by the Constitution and Bye-Laws, and other appropriations made by the Division. He shall, on the night he vacates the chair, see that the Quarterly returns are prepared for the Grand Division, and the per centage appropriated, and forward the same in time for the Quarterly Sessions, certified by him, with the seal of the Division. He shall perform such other duties as the Division or his charge shall require of him.

Sect. 2.—It shall be the duty of the W. A. to render the W. P. such assistance as he may require of him, and in the absence of the W. P., the W. A. shall perform his duties.

Sect. 3.—The R. S. shall keep a fair and impartial record of the proceedings of the Division; write communications; notify all subordinate Divisions not more than ten miles from its place of meeting, within one week after, of the name, occupation, and residence of every person suspended, rejected, or expelled from this Division. He shall fill up certificates; notify meetings when ordered by the W. P.; attest to all monies ordered to be paid at a regular meeting, and none other. He shall make out at the end of his term, for the Division, a full report of the proceedings during his term; and also the Quarterly Returns to the Grand Division, which shall embrace the number of members

initiated, admitted by card, initiated by dispensation, suspended, re-instated, and who have withdrawn, during his term—together with the names and occupations of those suspended, expelled, and rejected, with the dates, and causes of expulsion, the number who violate the Pledge, how many sign over, and how many violate it the second time, the number of deaths, and the whole number of actual contributing members—the amount of receipts for initiation fees and dues, with the per centage due the Grand Division—the amount expended for benefits, with the amount on hand—and, with the W. P., certify to the same. He shall perform, such other duties as may be required of him by the Division or his charge ; and deliver up to his successor, within one week, from the expiration of his term, all books, papers, or other property in his possession, belonging to his office.

Sect. 4.—The A. R. S. shall be an aid to the R. S., under whose direction he shall act. He shall render such assistance to the R. S. in the performance of his duties, as he or the Division may require of him.

Sect. 5.—It shall be the duty of the F. S. to keep just and true accounts between the Division and its members ; credit the amounts paid, and pay the same over to the T. immediately, taking his receipt. He shall, just previous to the close of his term, notify every member who is two months or more in arrears, of the amount due by him to the Division, adding $7\frac{1}{2}$. to each notice. At the end of his term he shall make out for the Division, a full report ; and furnish the R. S. with the amount of receipts for initiation fees and dues during his term, with any other information connected with his office, necessary to enable the R. S. to prepare correct returns for the Grand Division. He shall perform such other duties as the Division or his charge shall require of him. He shall deliver up to his

successor all matters appertaining to his office, in his possession.

Sect. 6.—It shall be the duty of the T. to pay all orders drawn on him by the W. P., attested by the R. S., and none others ; he shall receive all moneys of the Division, and hold the same until the expiration of his term, unless otherwise ordered by the Division. He shall keep a full and correct account of all moneys received and expended. He shall give the Division a monthly statement of the funds ; and deliver up, when legally called upon, all moneys, books, papers, and other property of the Division, to his successor in office, or to whom the Division may specially appoint. He shall perform such other duties as may be required of him by the Division or his charge.

Sect. 7.—It shall be the duty of the C. to introduce for initiation, persons who have been previously elected. He shall also introduce visitors, and furnish them with suitable regalia. He shall, with the aid of the A. C., examine those present at the opening of the Division. He shall see that the officers' regalia are in their proper places at the opening of the Division, and take charge of the same at the close. He shall have charge of such property of the Division as may not be otherwise provided for, and render a full report to the Division at the end of his term.

Sect. 8.—It shall be the duty of the A. C. to render such services as the C. or Division may require of him.

Sect. 9.—It shall be the duty of the I. S. to attend the door—to admit none but members of the Order, and candidates for initiation.

Sect. 10.—The O. S. shall guard the door outside, and keep off intruders.

ARTICLE V.

ELIGIBILITY FOR MEMBERSHIP. Sect. 1.—No person shall be initiated into the Division under eighteen years of age, nor for a less sum than ten shillings.

Sect. 2.—No person shall be admitted into this Division who does not possess a good moral character, or who is in any way incapacitated from earning a livelihood, or who has no visible means of support.

Sect. 3.—The name of a person offered for membership must be proposed by a member in writing, stating age, residence, and business, which must be entered on the record, and the subject referred to three brothers for investigation, who shall report in writing at a succeeding meeting, when the candidate shall be balloted for with ball ballots, and if not more than *four* black balls appear against him, he shall be declared elected; but if five or more black balls appear, he shall be rejected, and so declared. No person so rejected shall be again proposed in any Division of the Order under six months.

Sect. 4.—A proposition for membership shall not be withdrawn after it has been referred to a committee for investigation, without the consent of a majority of the members present.

Sect. 5.—A vote of rejection may be reconsidered within three meetings, exclusive of the meeting at which the vote was taken. But a vote that has resulted in an election, shall not be reconsidered.

Sect. 6.—The name of a candidate or brother constitutionally suspended, rejected or expelled, shall not be published in any other manner than the usual notice to the Divisions.

Sect. 7.—Any brother applying for membership by deposit of card, shall be subject to the same ballot as a new applicant.

ARTICLE VI.

CONTRIBUTIONS AND BENEFITS. Sect. 1.—The regular dues to this Division shall not be less than 4d. per week.

Sect. 2.—Every *bona fide* member who shall be qualified, as required by the Constitution and Bye-laws of this Division, shall in case of sickness or disability, be entitled to, and receive weekly, not less than fifteen shillings; except it be shown that such sickness or disability be brought on by his own improper conduct.

Sect. 3.—No brother residing within five miles of the Division of which he is a member, shall be entitled to benefits for more than one week previous to his case being reported to such Division.—No benefits shall be granted for a less time than one week. All arrears, either for dues or fines, shall in every case be deducted from the first payment.

Sect. 4.—In case of the death of a brother entitled to benefits, the sum of seven pounds ten shillings, shall be appropriated as a funeral benefit. The W. P. in the absence of competent relations or friends, shall take charge of the funeral, and keep an account of the disbursements.

Sect. 5.—On the death of the wife of a brother, beneficial, he shall be entitled to the sum of three pounds fifteen shillings, as a funeral benefit.

ARTICLE VII.

OFFENCE. Sect. 1.—Any member who shall offend against these Articles, or the Bye-Laws, shall be subject to be fined, reprimanded, suspended or expelled, as two-thirds of the members present at any regular meeting, may determine.

Sect. 2.—Every member shall be entitled to a fair trial for any offence involving reprimand, suspension, or

expulsion ; but no member shall be put on trial unless charges, duly specifying his offence, be submitted in writing by a member of the Division.

Sect. 3.—When charges have been preferred against a brother in a proper manner, or any matters of grievance between brothers are brought before the Division, they shall be referred to a special committee of five members, who shall with as little delay as the case will admit, summon the parties, examine and determine the matter in question ; and if their decision does not involve the suspension or expulsion of a member, and no appeal to be taken from it to the Division, it shall be final, without other action.—Should the committee be convinced of the necessity of suspending or expelling a member, they shall submit a motion for the purpose to the Division for action.

Sect. 4.—When a motion for the expulsion or suspension of a member shall have been submitted in due form, it shall be announced at one regular meeting previous to action being taken, and the accused shall be summoned to be in attendance at the Division, at the time when it may have been determined to consider the question—at which time, whether the implicated member be present or not, the Division may proceed to consider and determine it. Two-thirds of the members present voting in favor of the motion, it shall be carried ; but the Division shall be fully competent, while such motion is under consideration, to vary the penalty from the original motion.

Sect. 5.—When the decision of a committee appointed under Sect. 3 of this Article, otherwise final, shall not be satisfactory to all parties, either of those interested, shall have the privilege of an appeal to the Division—and at the time appointed for trying the appeal, the Committee shall present to the Division, in writing, the grounds on which their decision was founded ; and the

parties shall have the privilege of being heard before the Division—and the Division shall determine the correctness of the decision of the Committee by a majority of votes present.

Sect. 6.—Any member having been expelled, shall not be proposed for membership under six months from the date of expulsion.

Sect. 7.—The provisions of this Article shall not extend to violations of Article 2.

ARTICLE VIII.

TERMS. Regular quarterly terms shall commence on the first of October, January, April, and July. Officers elected previous to the expiration of half the Term, shall be entitled to the full honors of the Term; those elected after half the Term has expired shall not count the honors, except where they may be elected to fill vacancies occasioned by resignation, suspension, expulsion, or death, in which case the brother who serves the residue of the Term shall be entitled to the full honors, and he who resigns, or is suspended, or expelled, shall forfeit his claim.

ARTICLE IX.

ELIGIBILITY FOR CHIEF OFFICES. Sect. 1.—After a Division has been instituted three terms, no brother shall be eligible to the office of W. P., unless he has served a regular quarterly term as W. A.; nor shall any brother be eligible to the office of W. A., unless he has served two terms in a subordinate office or offices.

Sect. 2. No brother shall serve two terms in the same office, during the term of one year, except in the office of R. S., F. S., and T.

Sect. 3. No brother shall be eligible to office who is under twenty-one years of age.

ARTICLE X.

VIOLATING ARTICLE II. Sect. 1.—Any member who knows a brother to have violated Article 2, and neglects

to prefer the charge and specify the offence to the Division within three weeks after the violation shall have come to his knowledge, shall be fined five shillings.

Sect. 2.—The charge for violation of Article 2, shall be presented in writing, duly signed, when it shall be referred to a committee of five members, who shall as soon as practicable, summon the parties, and investigate the matter.

Sect. 3.—The committee shall organize by appointing a chairman and secretary. The secretary shall make a correct record of the proceedings, with such testimony as may be presented, which record shall be produced to the Division on the call of any member, after the committee have reported.

Sect. 4.—If the committee agree that the charge is sustained, they shall report the fact to the Division, by resolution, with a second resolution to the effect that the brother be reinstated or expelled, as the case may be—which report and resolution shall lie upon the table at least one week, and the offending brother shall be notified of the character of the resolutions, by the R. S., and requested to be present at the time appointed for considering the same, with a view of giving him an opportunity to make a defence.

Sect. 5.—If the committee agree that the charge is not sustained, they shall report a resolution to that effect, and if the resolution be adopted, the charge shall be dismissed.

Sect. 6.—When the committee report the charge sustained, and a majority of the members present at a regular meeting ballot in favour thereof, the offending person shall forfeit his membership, and the W. P. shall direct his name to be erased from the Constitution. If a majority of the Division vote in opposition to the resolution, all further proceedings shall be stayed.

Sect. 7.—If two-thirds of those voting are in favour of reinstating a member who has been found guilty of

violating Article 2, he shall be restored to membership by re-signing the Constitution, and paying, for the first offence, five shillings, and for the second offence, ten shillings, which shall be paid to the F. S. by the meeting succeeding the vote, or the member to stand suspended until the fine is paid. The power to reinstate, however, shall not extend over the term of one month from the time the offence was proven.

Sect. 8.—When the Division vote in favor of reinstatement, and the member neglects to come forward to sign the Constitution for one month thereafter, he may be declared expelled by a two-third vote.

Sect. 9.—If a Division refuse to reinstate the member, he shall be declared expelled by the W. P., and the R. S. shall give the usual notice.

Sect. 10.—A member convicted for the third time of having violated Article 2, shall lose the privilege of reinstatement, and shall be declared expelled; and the R. S. shall give the usual notice.

Sect. 11.—If a brother come forward and acknowledge that he has violated Article 2, (except it be the third offence,) the Division after erasure of name, &c., may at their option reinstate him on the same evening, if two-thirds of the members voting are in favor thereof.

Sect. 12.—An officer or representative to the Grand Division violating Article 2, shall not be able to fill any official position for twelve months from the time he is reinstated.

Sect. 13.—A member expelled under this Article shall not be eligible for membership under six months thereafter.

ARTICLE XI.

No alteration or addition shall be made to this Constitution, un^l by two-thirds vote of the National Division.

BYE-LAWS.

ARTICLE I.—MEETINGS.

Sect. 1.—The regular weekly meetings of this Division shall take place every Tuesday evening ; but for special reasons, they may be adjourned to some other evening. The W. P., in his absence the W. A., or if neither be present, the senior P. W. P. in attendance, shall take the chair at half-past seven o'clock precisely, from 1st October to 1st April, and at eight o'clock precisely, during the remainder of the year.

Sect. 2.—Thirteen members shall form a quorum.

ARTICLE II.—FEES AND DUES.

Sect. 1.—The initiation fees of this Division shall be as follows :

		s.	d.
From	18 to 21 years	10	0
	21 to 25 "	12	6
	25 to 30 "	15	0
	30 to 35 "	17	6
	35 to 40 "	20	0
	40 to 45 "	22	6
	45 to 50 "	27	6
	50 to 55 "	1	3
	55 to 60 "	2	6
	60 and upwards	5	0
			additional for each year.

Sect. 2.—At the first regular meeting in each month, every brother shall pay 1s. 6d.

Sect. 3.—Till all arrears are paid no brother shall receive the quarterly pass word.

ARTICLE III.—BENEFITS.

Sect. 1.—Every brother who has been a member for one year, and who is not more than four months in arrears, shall receive from the funds during sickness, not caused by his own immoral conduct, fifteen shillings weekly.

Sect. 2.—Every sick brother who resides at a distance, shall forward to the W. P., with his application for benefit, a certificate of illness, signed by a Magistrate, Clergyman, or respectable Physician.

ARTICLE IV.—DUTIES OF OFFICERS.

Sect. 1.—The duties of the P. W. P. shall be discharged by the junior P. W. P. of the Division.

Sect. 2.—The W. P. shall perform the following duties, in addition to those enjoined by the Constitution. 1st. On the night of his installation, he shall appoint a Chaplain; and also Investigating, Visiting, Auditing, and Financial Committees, for the quarter, naming the Chairman for each. 2nd. In cases of sickness, he shall appoint two brothers to act as watchers. 3rd. He shall uniformly and impartially enforce the penalties decreed by the Bye-Laws, unless the offender be excused by a two-third vote of the Division.

Sect. 3.—At the end of every month, the Treasurer shall pay over to the Trustees, any sum above twelve pounds ten shillings then in his hands: and, at the close of his term of office, he shall pay over to them all the moneys in his possession, receiving from them a receipt for every payment.

Sect. 4.—Before any successful candidate is admitted for initiation, the Assistant Conductor shall receive his initiation fee.

Sect. 5. The officers shall attend every regular meeting ; and, when duly notified, every special meeting : they shall be present when the Division is opened.

Sect. 6. Every officer who shall have been absent from three successive meetings, shall be removed from office ; unless his reason for absence be sustained by a vote of the Division.

ARTICLE V.—DUTIES OF COMMITTEES, WATCHERS, AND TRUSTEES.

Sect. 1.—The Investigating Committee, consisting of three members, shall examine the Black Book ; carefully ascertain the age, health, profession, and general character of the Candidates for membership ; and make a faithful report.

Sect. 2.—The Visiting Committee shall consist of three members, together with the W. P., W. A., R. S., and T. ; at least three of whom, when directed by the W. P., shall visit every sick brother who may reside not more than three miles from the Division Room, within twenty four hours after notice is given of his illness ; shall report his case to the Division, and shall continue to render him such benefits as the Constitution and Bye-Laws require.

Sect. 3.—The Auditing Committee, consisting of three brethren, shall examine the accounts of the F. S. and T. for the previous quarter ; and report at next regular meeting.

Sect. 4.—The Financial Committee, consisting of three members, shall superintend the necessary purchases and expenditure, examine the Bills against the Division which may from time to time be submitted, and report concerning them at next regular meeting.

Sect. 5.—No person shall be appointed Chairman of a Committee, who is absent at the time of appointment ; and if any vacancy occur in a Committee, it shall be filled by the W. P. at the next meeting.

Sect. 6.—Every report shall be written, and shall be signed by a majority of the Committee.

Sect. 7.—The Watchers, if the Division think it necessary, shall watch over the sick brother, either themselves, or by a substitute ; unless the disease be contagious or infectious, in which case the Visiting Committee shall, if necessary, provide a nurse, who shall be paid by the Division.

Sect. 8.—The Trustees, who shall be three in number, and who shall be elected annually, at the quarterly meeting in March, shall invest, or pay over, as the Division may decide, at any regular meeting, by a vote of a majority of two thirds of the members present, the money which they may have received from the Treasurer.

Sect. 9.—For neglect of duty, a Trustee may be removed from office by a motion which shall have been laid on the table one week ; and which shall have been sanctioned by a majority of two thirds of the members present.

ARTICLE VI.—DUTIES OF MEMBERS.

Sect. 1.—Every Brother, at his initiation, shall pledge himself to support the Constitution and Bye-Laws by subscribing his name to them ; and shall, at the same time, state to the F. S. his place of residence.

Sect. 2.—Every member, not absent at sea, or in some distant place, whose dues or fines are unpaid for nine months, shall be notified by the F. S. if practicable ; and be suspended or expelled, at the pleasure of the Division, if after a farther period of four weeks, his account be still unsettled.

Sect. 3.—Any member who shall feign illness for the purpose of receiving pecuniary benefit, shall be expelled.

Sect. 4.—Any member who shall make public, business which should be known only to the Division, who shall divulge the name of a Brother who may have spoken or voted against a candidate for membership—or who shall mention to any person not a member of the order any application for membership before it shall have been favorably received—shall be suspended for two months.

Sect. 5.—A suspended member, when he is reinstated, shall pay his dues, which shall be the same as if he had not been suspended

Sect. 6.—When a member wishes for a card of withdrawal, he shall state his desire at a regular meeting ; and, when all dues are paid, shall receive his card from the F. S.

Sect. 7.—Brothers applying for admission by card, if elected, shall pay half the regular initiation fee.

ARTICLE VII.—ELECTIONS.

Sect. 1.—In balloting for members, the ballot box shall be placed before the W. P., and shall be examined by him and the W. A.

Sect. 2.—Every successful Candidate shall receive from the R. S. at soon as possible, a written notice of his election, and a request to come forward for initiation. If this be not done by the Candidate within six weeks, the election shall be considered void ; unless he be sick, or absent from the City.

ARTICLE VIII.—FUNERALS.

In the event of the Death of a Brother, unless his Relatives object, the W. P. shall direct the R. S. to

invite the Brethren of this and other Divisions to meet at the Room, and attend the funeral in a body ; each brother wearing black crape on the left arm, and a tri-colored ribband (red, white, and blue) in a button hole on the left breast.

ARTICLE IX.—AMENDMENTS.

No part of these Bye-Laws shall be repealed, unless the proposed alteration be stated in writing at least three weeks before discussion ; nor shall it be adopted unless two-thirds of the members present vote in favour of the change. To meet a peculiar case, however, any Bye-Law may be suspended by a unanimous vote.

ARTICLE X.—RULES OF ORDER.

Sect. 1.—The business of the Division shall be transacted in the following order :—

- 1st. The Division shall be opened in the manner prescribed in the Blue Book.
- 2nd. The F. S. shall call the roll of Officers, note absentees, and collect fines.
- 3rd. The R. S. shall read the minutes of the last meeting.
- 4th. The report of the Committee of Investigation shall be received.
- 5th. Persons previously proposed shall be balloted for.
- 6th. Persons previously elected, and in waiting, shall be initiated.
- 7th. Applicants for membership shall be proposed.
- 8th. Reports of special and financial Committees shall be received.
- 9th. The W. P. shall enquire whether any cases of sickness have occurred since last meeting.
- 10th. He shall make the same enquiry about violations of the rules.
- 11th. Miscellaneous business shall be transacted.

Sect. 2.—The W. P. shall state every question which comes before the Division, and, before putting it to vote, shall ask “ Is the Division ready for the question ? ” if no brother rise to speak on it, he shall again state the question, and his rising for this purpose shall preclude all farther discussion. He shall always announce the decision, and if any brother appeal from his announcement, the W. A. shall put the question thus : “ Will the Division sustain the Chair in its decision ? ”

Sect. 3.—No motion shall be open for debate till it is seconded ; and no brother shall speak or vote, who is not clothed in the regalia of the Order.

Sect. 4.—Every brother who speaks shall rise, and respectfully address the chair. He shall confine his remarks to the question under debate ; avoiding all reflections on the Officers, and all such personal allusions and sarcastic observations as may wound the feelings of others ; and maintaining that courtesy, charity, and decorum, which the principles and objects of the Order demand.

Sect. 5.—No brother shall speak more than twice on the same subject, unless permitted by the W. P. to explain : no speaker shall be interrupted, unless in the opinion of the W. P. his remarks are disorderly, or irrelevant : if a speaker be called to order by the W. P. he shall resume his seat till the question of order be determined ; when, if permitted, he may again proceed.

Sect. 6.—If two or more brothers rise together to speak, the W. P. shall decide who shall be entitled to the floor.

Sect. 7.—Every resolution shall be submitted in writing, and shall be signed by the mover. While a question is under debate, no motion shall be admitted ; unless it be, to lay on the table, the previous question,

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to postpone, to refer, to amend, or to adjourn. These shall have precedence in the above order, and the first two shall be decided without debate.

Sect. 8.—After the decision of a question, any two brothers who voted in the majority, may, at the same meeting, move its reconsideration.

Sect. 9.—All questions of order shall be determined by the W. P., against whose decision any brother may appeal to the Division; and every such appeal shall be disposed of without debate.

ARTICLE XI.—FINES.

The following fines shall be exacted for violations of the preceding Bye-Laws.

	s. d.
A Watcher, who neglects his duty,	5 0
An Officer, who is absent at the commencement of any regular or special meeting,	0 7½
The R. S., or F. S., when his book is not present at the opening	1 3
A brother, who, within three weeks after a change of residence, does not report it to the F. S., for each week,	0 7½
A member of Committee who neglects his duty, for each offence	1 3

